



CITY OF HOUSTON

Job Posting

AP

Applications accepted from:	ALL PERSONS INTERESTED
Job Classification	ADMINISTRATIVE COORDINATOR
Posting Number	PN# 109087
Department	Department of Public Works & Engineering
Division	Public Utilities Division
Section	Wastewater Operations Branch
Reporting Location	611 Walker*
Workdays & Hours	M – F; 8:00 am – 5:00 pm*

*Subject to change

DESCRIPTION OF DUTIES/ESSENTIAL DUTIES

Performs varied professional administrative functions associated with organizing the development and implementation of administrative and supervisory activities of Wastewater Operations Branch. Prepares speeches and/or remarks for the division head; assists as needed with news releases and public relations; responds to the press, officials, clients and the general public on more sensitive division issues. Prepares, edits and revises division correspondence; prepares, edits and revises procedures manuals. Plans, initiates and implements programs and services to meet the immediate and long-range needs of the division. Participates in special projects as assigned by the division head. Will interact with Deputy and Assistant Directors. Actively participates in budget preparation and analysis exercises.

WORKING CONDITIONS

This position is physically comfortable; the individual has discretion about walking, standing, etc.

MINIMUM EDUCATIONAL REQUIREMENTS

Bachelor’s degree in Business Administration, Liberal Arts, or a related field.

MINIMUM EXPERIENCE REQUIREMENTS

Five (5) years of experience in administrative are required. Professional administrative experience may be substituted for the above education requirement on a year-for-year basis.

MINIMUM LICENSE REQUIREMENTS

Requires valid Texas Driver’s License and compliance with the City of Houston’s policy on driving (AP 2-2).

PREFERENCES

Preference will be given to applicants with extensive experience in preparation of technical reports, PowerPoint presentation, computer knowledge, spreadsheets, excel, and contract administration of municipal public works projects.

SELECTION/SKILLS TESTS REQUIRED

None

However, the Department may administer a skill assessment evaluation.

SAFETY IMPACT POSITION

☒ Yes ☐ No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

SALARY INFORMATION

Factors used in determining the salary offered include the candidate’s qualifications as well as the pay rates of other employees in this classification. The salary range for this position is:

<u>Salary Range - Pay Grade 24</u>	
\$1,419 - \$2,048 Biweekly	\$36,894 - \$53,248 Annually

OPENING DATE

February 22, 2006

CLOSING DATE

Open Until Filled

APPLICATION PROCEDURES

Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, 1st Floor. **Our TDD (Telephone Device for the Deaf) phone number is 713.837.9471. For application status inquiries, please call (713) 837-0871.** All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.

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